

Message Text

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APPROVED BY IO/OIC GLSHIRK

EA/RA - HISOM

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R 101605Z SEP 73

FM SECSTATE WASHDC

TO AMEMBASSY BANGKOK

C O N F I D E N T I A L STATE 179132

E.O. 11652: N/A

TAGS: OCON, SEATO

SUBJ: SEATO 18TH COUNCIL MEETING.

REF: REYNA'S LETTER TO ISOM DATED AUGUST 31, 1973.

1. EMBASSY REQUESTED PASS TO SEATO SECRETARIAT FOLLOWING
RESPONSE TO ADMINISTRATIVE QUESTIONS RAISED IN SUBJECT
LETTER. PARAGRAPH NUMBERS COINCIDE WITH THOSE IN LETTER.

PARAGRAPH 15 - U.S. GOVERNMENT PREPARED PROVIDE 1 SEDAN
FOR USE OF SEATO SECRETARY GENERAL WHILE IN NEW YORK AND
1 VEHICLE FOR GENERAL USE OF CONFERENCE PARTICIPANTS.

PARAGRAPH 20 - ANNOUNCEMENT OF SECRETARY-GENERAL'S
PARTY FOR LOCAL STAFF AT 1630 ON SATURDAY, SEPTEMBER 29
WILL BE MADE AT CONFERENCE.

PARAGRAPH 30 - AS WAS DISCUSSED AND AGREED BY MR. HYSLOP,
CONFERENCE FACILITIES IN NEW YORK PRECLUDE TAKING VERBATIM
NOTES OF THE COUNCIL OF MINISTER'S MEETING AND HAVING THEM

REPRODUCED EVERY 15 MINUTES. USING RAPPORTEURS ON THE
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SAME BASIS AND SCHEDULE, AS VERBATIM REPORTERS, AS

SUGGESTED IN REFERENCE LETTER, IS THEREFORE NOT POSSIBLE. DEPARTMENT'S EXPERIENCE WITH RAPORTEURS IS THAT 2 WILL ALTERNATE APPROXIMATELY EVERY HOUR WITH THE NOTE TAKER RETIRING, AFTER BEING RELIEVED BY HIS COLLEAGUE, TO DICTATE HIS NOTES TO A STENOGRAPHER. NOTES WILL THEN BE TYPED, EDITED BY THE RAPORTEURS, RETYPED AND REPRODUCED FOR THE CLEARANCE COMMITTEE'S CONSIDERATION AND DRAFTING INTO A FINAL REPORT.

PARAGRAPH 32 - DEPARTMENT'S USUAL STAFFING PROCEDURE IS TO PROVIDE 2 STENOGRAPHERS TO RAPORTEURS WHEN SUMMARY NOTES ARE TAKEN AT INTERNATIONAL MEETINGS.

PARAGRAPH 34 - SUGGESTION AGREES WITH DEPARTMENT'S PRESENT STAFFING PLANS.

PARAGRAPH 35 - DEPARTMENT INTENDS OBTAIN SEATO SECURITY CLEARANCE FOR ALL SUBSTANTIVE AND ADMINISTRATIVE PARTICIPANTS TO CONFERENCE THUS ENABLING THEM TO WORK ON ALL SEATO MATERIALS.

PARAGRAPH 38 - DOCUMENTS WILL BE DISTRIBUTED THROUGH THE INFORMATION OFFICE, ROOM E ON FLOOR PLAN. THERE WILL BE NO DELIVERY OF DOCUMENTS OUTSIDE THE 12TH FLOOR CONFERENCE AREA.

PARAGRAPH 39 - THE PUBLIC ADDRESS SYSTEM TO BE USED OBVIATES THE NEED FOR AN ATTENDING TECHNICIAN. IT WILL BE EQUIPPED TO RECORD MEETING PROCEDURES ON A CASSETTE TAPE WHICH WILL BE CHANGED AS NEEDED BY AN AUTHORIZED, SECURITY CLEARED STAFF MEMBER. PLAYBACK MACHINES WILL BE AVAILABLE TO THE RAPORTEURS.

PARAGRAPH 43 - DAILY COST OF HOTEL ROOMS AT HOTEL ROOSEVELT ARE: SUITES 35 DOLS., DOUBLES 24 DOLS., AND SINGLES 18 DOLS. ADVISE SOONEST ARRIVAL DATES OF MEMBERS OF SECRETARIAT. COST OF SUITE TO SECRETARY GENERAL WILL BE 18 PER DAY.

PARAGRAPHS 62-69 - SEE PARAGRAPH 30 ABOVE.
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PARAGRAPH 73 - ELECTRIC TYPEWRITERS WITH PICA TYPE WILL BE AVAILABLE TO THE TYPING STAFF. UNABLE OBTAIN SPECIMEN OF TYPE FACE TO BE USED AS THEY BEING LEASED NEW YORK.

2. OFFICE ASSIGNMENTS OF SECRETARIAT WILL BE AS FOLLOWS: (SEE ANNOTATED FLOOR PLAN FURNISHED BY EMBASSY).

ROOM A - A. SPECIAL ASSISTANT
B. EXECUTIVE ASSISTANT
C. CONFERENCE OFFICER
D. CONFERENCE SECRETARY
E. EXECUTIVE SECRETARY
F. 2 STENOGRAPHERS

ROOM B - A. SECRETARY GENERAL
B. STENOGRAPHER

ROOM C - A. DEPT. SECRETARY GENERAL
B. CHIEF MILITARY PLANNING
C. STENOGRAPHER

ROOM D - A. ARCHIVIST

ROOM E - A. R AND I OFFICER
B. DOCUMENTS OFFICER

ROOM F - A. TYPING POOL AND SUPERVISOR
B. 3 TYPISTS

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